

SUPERIOR COURT OF CALIFORNIA SAN BENITO COUNTY

An Equal Opportunity Employer



EMPLOYMENT OPPORTUNITY

Legal Process Clerk I

Step A - \$15.14 to Step F-\$19.33 (See Below)

OR

Legal Process Clerk II

Step A - \$15.91 to Step F - \$20.29 (See Below)

DEADLINE TO APPLY:

Application, Résumé & Typing Certificate
must be received by:

MONDAY, MAY 16, 2016

3:00 P.M. PST

RECRUITMENT

The Superior Court of San Benito County is seeking energetic and motivated applicants for the position of Legal Process Clerk I or Legal Process Clerk II, dependent upon qualifications. This is a specialized clerical series that performs a full range of clerical duties in support of court operations. Incumbents perform a variety of processing functions including, but not limited to, assisting the public with file or court information, preparing and issuing legal orders, entering and retrieving data from computer systems and accepting payment of fines and fees. During the performance of their assigned duties, incumbents interact extensively with the public, other court staff and other agencies. As such, the positions of Legal Process Clerk I / II are expected to perform their duties in a professional, courteous and cooperative manner at all times. **NOTE: The Legal Process Clerk I/II is currently on furlough for 8 hours per month. Until the furlough ends, the current rate for Legal Process Clerk I is: Step A - \$14.44 to Step F - \$18.44 while the current rate for Legal Process Clerk II is: Step A - \$15.17 to \$19.35.**

QUALIFICATIONS

Legal Process Clerk I: A combination of training, experience and education may provide sufficient qualifications. A typical way to qualify is:

- Educational level equivalent to a high school diploma or GED; and
- Experience equivalent to one year of clerical experience, preferably in a court environment.

Legal Process Clerk II: A combination of training, experience and education may provide sufficient qualifications. A typical way to qualify is:

- Educational level equivalent to a high school diploma or GED; and
- Experience equivalent to **two years** of clerical experience, preferably in a court environment.

DESIRABLE QUALIFICATIONS: The ideal candidate will possess bilingual skills (Spanish).

APPLICATION PROCESS

A complete application must be RECEIVED by 3:00 P.M. PST, Monday, May 16, 2016 and can be submitted in one of the following ways: 1) In person or via US Mail to: Superior Court of San Benito County, ATTN: Maria Alfaro, 450 Fourth Street, Hollister, CA 95023, or 2) FAX to Maria Alfaro at (831) 636-4195, or 3) Email to Maria Alfaro at admin@sanbenito.courts.ca.gov. NOTE: A complete application should include the application form, résumé and a typing certificate that was issued anytime after January 1, 2016. Please also note that candidates determined to meet the minimum qualifications may be asked to participate in an assessment test and oral interview and that a detailed background and reference check will be conducted on all successful applicants.

Application form and job specifications may be obtained at the court address listed above or at the San Benito County Superior Court website: www.sanbenito.courts.ca.gov. A typing certificate may be obtained from Manpower or other provider, including on-line. For general reference, the local Manpower office is located at 1111 San Felipe Road, Suite 201, Hollister, CA, (831) 636-0550, M-F, 8am to 5pm. The cost for a typing certificate is the applicant's responsibility.

BENEFITS

The Superior Court of San Benito County offers a variety of benefits to its employees, which include, but are not limited to:

- Vacation: 80 hours per year, increasing after 3, 10, & 15 years
- Sick Leave: 120 hours per year
- 13 paid Holidays
- Personal Holiday: 1 per year
- Health Benefits: Medical, Dental & Vision
- Retirement: CalPERS 2% @ 62
- Life Insurance: \$30,000, paid by Court
- Bi-lingual pay, to eligible employees
- Also available: Voluntary Deferred Compensation, AFLAC, FSA, HSA plans and Supplemental life insurance